

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE POLICY DIRECTIVE 36-10

23 SEPTEMBER 2015



Personnel

**CIVILIAN PERFORMANCE AND
RECOGNITION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements the requirements of Title 5, United States Code (U.S.C.), Chapter 43, *Performance Appraisal*, Chapter 45, *Performance-Based Cash Awards*, and Chapter 53, *Pay Rates and Systems*; and Title 5 of the Code of Federal Regulations (CFR) Part 315 (*Probation*), Part 430 (*Performance Appraisal*), Part 451 (*Performance Awards*), Parts 531 and 532 (*Within-Grade Increases (WGI)*). It also implements and complies with DoDI 1400.25, Volumes 430, *Performance Management*, and Volume 451, *Awards*. The Air Force civilian performance and recognition programs apply to all General Schedule (GS) and Federal Wage System (FWS) employees. This includes senior-level, scientific, and professional employees paid under Title 5, United States Code, Chapter 53, Section 5376, as well as civilian employees of the Air Reserve Command and Air National Guard.

In collaboration with the Chief of Air Force Reserve, (AF/RE), and the Director of the Air National Guard, (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops personnel policy for civilian personnel resource management. This publication may not be supplemented. Refer recommended changes and questions about this directive to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, Recommendation for Change of Publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

This revision provides administrative updates throughout. It clarifies performance management policy for probationary and trial periods.

1. Overview.

1.1. The Air Force depends upon a large civilian work force to accomplish its various missions. Managing this work force requires an effective system for use in planning, monitoring, developing, evaluating, recognizing and rewarding individual and organizational performance. This directive provides policy for managing civilian performance management and recognition.

1.2. The Air Force will ensure performance management and recognition programs are administered without unlawful discrimination because of race, color, religion, gender (including pregnancy), national origin, age (40 or older), disability, genetic information, or prior EO activity.

2. Policy.

2.1. **Performance Management.** Air Force's performance appraisal system is based on objective measurements of performance against individual and organizational goals, establishment of accountability in meeting those goals, and evaluation of individual and organizational accomplishments.

2.2. **Probation on Initial Appointment to a Competitive Position.** The Air Force will use the probationary period as fully as possible to determine the fitness of civilian employees. The Air Force will ensure full and fair evaluation of probationary employees' fitness for federal service. It shall terminate an employee's services during this period if he or she fails to demonstrate fully his/her qualifications for continued employment. The Air Force may terminate an employee serving a probationary or trial period because of his or her work performance or conduct during this period. (See Title 5 CFR, Part 315, Subpart H).

2.3. **Probation on Initial Appointment to a Supervisory or Managerial Position.** The Air Force will use the probationary period as fully as possible to determine fitness for supervisory or managerial duties. The Air Force will promptly take action should a supervisor or manager fail to satisfactorily complete the probationary or trial period. (See Title 5 CFR, Part 315, Subpart I)

2.4. **Within Grade Increases (WIGI).** The Air Force will use the waiting period as fully as possible to determine the fitness of the employee's overall "Acceptable" performance current rating of record. The Air Force will promptly take action when the employee fails to demonstrate acceptable performance. (See Title 5 CFR 532.417)

2.5. **Recognition.** The Air Force will recognize excellence in its civilian employees and motivate them to high levels of performance and service. The Air Force endorses incentive awards to recognize employee or organizational contributions that result in benefits or savings to the government.

3. Roles and Responsibilities.

3.1. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR). Serves as an agent of the Secretary and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets addressing civilian performance management and recognition.

3.2. The Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services (AF/A1). In collaboration with the Chief of Air Force Reserve (AF/RE) and Director of the Air National Guard (NGB/CF), develops, coordinates, and executes personnel policy and essential procedural guidance for the management of the civilian performance and recognition programs.

3.3. The Assistant Secretary of the Air Force, Financial Management and Comptroller (SAF/FM). Develops, defends, and coordinates civilian personnel funding and utilization related to civilian performance and recognition programs; allocates award funding resources; and forecasts, executes, and adjusts civilian personnel budgets in conjunction with the Secretary of Defense and the Office of Management and Budget.

Deborah Lee James
Secretary of the Air Force

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

5 USC, Chapter 43, *Performance Appraisal*

5 USC, Chapter 45, *Incentive Awards*

5 USC, Chapter 53, *Pay Rates and Systems (General)*

5 CFR, Part 315, *Career and Career-Conditional Employment*

5 CFR, Part 430, *Performance Management*

5 CFR, Part 432, *Performance Based Reduction in Grade and Removal Actions*

5 CFR, Part 451, *Awards*

5 CFR Part 532.417, *Within Grade Increases*

DoD Directive 1400.25, *Civilian Personnel Management System*, December 1, 2003

AFI 33-360, *Publications Management*, September 25, 2003

AFMAN 33-363, *Management of Records*, March 1, 2008

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Acronyms and Abbreviations

CFR—Code of Federal Regulations

EO—Equal Opportunity

WIGI—Within Grade Increases